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ABSTRACT

This manual provides guidelines for teachers of career exploration and for guidance counselors to help assist the handicapped student in making a realistic selection of jobs or occupations in the health arena. It contains descriptive information about 49 jobs and occupations in the health field. Selection has been limited to those jobs and occupations that require two years or less as minimum entry level preparation necessary for employment. The Dictionary of Occupational Titles was used to identify selected jobs and occupations in the health field. The job demands are described and the core physical and intellectual requirements are broadly specified as a beginning point in occupational selection for the handicapped. Information about worker functions, interests, preferences, aptitude, and preparation is given for each job or occupation. The general functions of the workers are found in the job descriptions and further clues to expectations are noted in the interest/preference/temperament and aptitude category. In addition, the guide provides definitions of handicapping conditions and suggestions for counseling handicapped students about health care occupational choices. (KC)

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HEALTH CAREERS EXPLORATION FOR THE HANDICAPPED

A GUIDE FOR COUNSELORS AND TEACHERS

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School of Education

Department of Occupational Education
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CE 031 379

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PREFACE

The monograph contains descriptive information about forty-nine jobs and occupations in the health field. Selection has been limited to those jobs and occupations that require two years or less as minimum entry level preparation necessary for employment. The monograph is not intended to be an exhaustive description of jobs and careers in the health industry. It is a pilot project that, if successful, can be easily expanded. An effort has been made to gather data from a variety of sources, simplify the data, and present it in a manner that is factual and easy for the classroom teacher or guidance counselor in secondary schools to use.

The Dictionary of Occupational Titles (DOT) was used to identify SELECTED jobs and occupations in the health field. The job demands are described and the core physical and intellectual requirements are broadly specified as a beginning point in occupational selection for the handicapped. The purpose of this monograph is to provide guidelines for teachers of career exploration and for guidance counselors to help them assist the handicapped student in making a realistic selection of jobs or occupations in the health arena.

The monograph is a source of information about worker functions, interests, preferences, aptitude, and preparation. It will have maximum value when used in conjunction with other resources, some of which are listed in the references. The general functions of the worker are found in the job description and further clues to expectations are noted in the interest/preference/temperament and aptitude category.

Guidance for students with handicapping conditions requires a different mind-set when selecting an occupation or job in the health field. By framing information around environmental and work requirements, handicapped students are able to make informed decisions by linking their own interests and abilities

with those generally required to perform the work. A worker must have the physical and intellectual capacities at least in an amount comparable to those required for minimum function in the job or occupation.

The abilities, limitations, and interests of the handicapped student are not the only factors to be considered in determining whether an occupational goal in the health field is realistic. Students who consider an occupation in the health industry that is associated with providing some type of patient care must be informed about certification or licensure requirements, and must learn that safety concerns for the patients and their environments are primary.

CAREERS FOR THE HANDICAPPED IN THE HEALTH INDUSTRY

Career development involves defining the self in relation to the world of work and making decisions based upon that knowledge. The core of training the handicapped is to bring together the capabilities of the student, the general physical and intellectual requirements of the job, and the primary role expectations for the job or occupation. Handicapped students can be assisted in developing their potential if they are provided factual information about broad aspects of job requirements and expectations and if they are provided experiences which aid them in gaining knowledge of themselves and the world of work. Work is individualistically decided by the person, but it is a basic need of all human beings to do-- to achieve-- to accomplish.

Who Are The Handicapped ?

The Education For All Handicapped Children Act of 1975 (Public Law 94-142) broadly defines eight categories of handicapping conditions:

(1) Hearing Impaired. Individuals with hearing losses which are handicapping developmentally and educationally. A generic term that includes individuals ranging from the hard of hearing to the totally deaf.

(2) Visually Impaired. Includes those with partial vision (20/70 to 20/200 after correction) to individuals who are functionally and legally blind and must use Braille as their reading medium.

(3) Speech and Language Impaired. Individuals who have a defect in the production of speech sounds and/or impaired ability to acquire, use, or comprehend verbal or written language.

(4) Emotionally Handicapped. Demonstration of behavior that is inadequate or inappropriate in social or educational settings interfering with the ability to learn.

(5) Physically Handicapped. Chronic or acute medical problems such as epilepsy, diabetes, heart conditions, genetic disturbances or other illnesses which may result in limited strength and vitality. Includes orthopedic impairments resulting from congenital anomalies, disease, or accident.

(6) Mentally Handicapped. Individuals who exhibit below average intellectual functioning and deficits in adaptive behavior in response to the demands of the environment.

(7) Learning Disabled. Students with at least average intelligence who demonstrate a deficiency in basic academic areas of reading, comprehension, spelling, mathematics or writing in relation to their current, educational placement and performance. Such deficiencies cannot be attributed to other handicapping conditions, economic or environmental disadvantage.

(8) Multihandicapped. Students who have a combination of two or more handicaps which cause developmental and educational problems.

The largest numbers of students with handicapping conditions in the public schools are in the categories of mental retardation, learning disabilities, and communication disorders. Guidance and counseling of handicapped students interested in a career in the health industry must be based on data derived from individual evaluation. Evaluations should include intellectual and psychological functioning, psychomotor function, and speech and hearing assessment. It is not the purpose of this monograph to present an overview of the pathological, psychological, and physical manifestations of selected handicapping conditions, nor is it the responsibility of the teacher or counselor to attempt to make these judgments. Handicaps pose particular problems with which teachers and school counselors are likely to have had the least experience. They should, therefore, utilize appropriate resources and personnel for student evaluation to assure appropriate individual educational planning. Such personnel may include school psychologists and specially trained counselors, occupational therapists, physical therapists, speech therapists/pathologists, and audiologists whose services may be obtained from local hospitals, from individuals employed by the public school system, or from the Vocational Rehabilitation Commission. Cooperation between educational and health personnel will result in a more realistic choice of a career in the health field for the handicapped student.

Counseling The Handicapped

The goal of counseling the handicapped is to assist the individual in attaining his/her full potential in a career in the health industry which is satisfying, provides the means for economic independence, and contributes to society. Many handicapped students have been over protected and sheltered from a range of social experiences. Their role models may be drawn entirely from exposure to health care environments and personnel and their career planning is more likely to be unrealistic, limited, and stereotyped, i.e., aspirations to be a doctor, speech therapist, nurse, or physical therapist.

Guidance and counseling for careers in the health industry require that ultimate selection and training must be based on reality. Teachers and counselors have a responsibility to assure that the student understands the nature and extent of the general activities of a range of career opportunities, the environment in which the work is performed, the physical and intellectual requirements, and the extent and type of preparation necessary for entry into various occupations. Relative to making realistic choices, teachers and students need to recognize that individual skills and abilities of the handicapped student may or may not remain static. Individual abilities may (1) improve as the result of maturation or treatment, (2) reach a plateau where the individual shows no further change, or (3) deteriorate over a specified period of time as the result of the process of disease.

It is beyond the scope of this monograph to provide an in-depth analysis of various handicaps and their possible effects upon career selection and career development. Uppermost to keep in mind is that each handicap affects individuals uniquely and each student needs to be individually evaluated against the physical and intellectual demands for any occupation that may be chosen.

Career orientation and education should provide the opportunity for handicapped students to learn, in the least restrictive environment possible, the academic, personal, social, and work skills necessary to an occupational role in the health field. Health care environments, however, are restrictive to the extent that they are designed to provide care and services for the sick and injured. Selected aspects of some health care environments may lend themselves to slight modification to accommodate a handicapped individual; other environments cannot be modified. Many environments are restrictive by their very nature such as certain laboratories where routine procedures are carried out and limited interactions and complex relationships are required. Knowledge of specific health service environments as well as knowledge of physical and mental demands for selected careers and occupations in the health field is absolutely vital in the career counseling process.

Education and training in a complex and highly sophisticated environment is not necessary for numerous jobs in the health industry. Many important and responsible skills and roles are learned on-the-job or in formal training programs of a few weeks duration. Handicapped students can find personal satisfaction, social interactions, responsibility, and satisfactory remuneration in contributing to the health industry through less demanding roles or in limited competition work environments.

THE HEALTH SERVICE INDUSTRY

The health service industry is a labor dependent system requiring a vast array of personnel performing specific roles and functions. The output of the industry is health care services. All other activities such as housekeeping, food service, many kinds of laboratories, secretarial services, and the like are intermediary activities used in the production of health care services.

Personnel in the health industry can be broadly categorized into two groups, those who provide support services and those who provide patient related services. Support services provide the foundation for operation of a health care facility and the delivery of services. Some examples of support service personnel follow. Housekeeping staff are responsible for overall cleanliness which helps prevent the transmission of disease. Laundry staff are responsible for the maintenance, collection, and distribution of all the linens used in a health care facility. Special skills are required in the handling of contaminated linen to prevent cross infection and the spread of disease. Central supply personnel sort and label a variety of supplies used throughout the institution and prepare sterile trays, packs, and other equipment used in patient treatment. Maintenance personnel are vital in assuring the proper functioning of heating, air conditioning, electrical, and plumbing systems. Electricians are responsible for maintaining uninterrupted electrical supply for operating rooms and sophisticated life-saving equipment and absolute environmental conditions that are vital in selected patient care areas and in research laboratories. The laboratories require workers who can clean, assemble, and maintain sophisticated equipment and perform specialized procedures associated with research, treatment, and diagnosis. Medical secretaries and transcribers, ward clerks, and medical record librarians are responsible for orderliness, accuracy, and maintenance of patient records and information.

Patient related services may be classified as direct or hands-on activities or as indirect services, i.e., electrocardiographic technician, phlebotomist, radiologic technologist, dietary aides. Histologic technicians and medical laboratory technicians perform special procedures and tests; orthotists, prosthetists, and dental technicians make braces, artificial limbs, and dental appliances respectively. Medical social work aides assist the social

worker in collecting information and keeping records necessary to help patients and their families cope with a variety of personal and economic problems brought on by illness and disability.

Direct service personnel such as dental hygienists, occupational therapists and assistants, nurses, nursing assistants and aides, speech therapists, and podiatrists implement health care procedures and care that require the "laying-on-of-hands." The term health occupations is used only in reference to personnel who provide patient services. The term does not broadly apply to all jobs or occupations associated with employment in the health industry. All personnel working together in the health care system are responsible for the quality of care and most important the safety of the patient.

Selected Jobs and Occupations in The Health Industry

Occupations are clusters of human behavior (roles) defined by traditional content and performed to deliver goods or services. Occupations are characterized by identifiable patterns such as the organization of groups, the specification of standards of practice, stated admission requirements to formal programs of training, and the need for members of the occupation to function in a variety of different environments providing health services. Jobs are specific tasks not necessarily associated with an occupation. The rapid growth of technology in the health industry has created a need for many kinds of specific jobs which may be needed in one facility but not necessarily needed in another facility.

The health industry depends upon people and requires large numbers of individuals, both those who are members of occupational groups and those who perform specific jobs. Occupational information is the basic data used by counselors and teachers for vocational guidance. This monograph is devoted to briefly describing the primary nature of selected occupations and jobs,

the work environment, general educational/training requirements and preparation. Specific information and analysis is available in detail elsewhere.

All job/worker functions involve, to some degree, a relationship of the worker to data, people, and things. These relationships are arranged in hierarchies from highest to lowest and jobs are characterized in terms of the primary involvement. For example, medical records personnel are primarily involved with data and only secondarily involved with people while nursing personnel are primarily involved with people and secondarily involved with data and things (such as equipment).

DATA. Information resulting from observation, conceptualization, mental creation, and investigation. Data include numbers, words, symbols, ideas, concepts, and oral verbalization. The highest level of function is synthesizing which includes formulating ideas, integrating concepts, interpreting, designing -- the creation of original or new knowledge. Skill in this category ranges downward to the level of comparing which includes routine activities of sorting, stocking, and verifying labels.

PEOPLE. Relationships with human beings. Animals dealt with on an individual basis are also included. The highest level of relationship is mentoring or dealing with individuals in terms of their total being in order to advise, guide, or counsel. The lowest level is taking instructions/helping. This level consists of tending to or following instructions or orders of a supervisor.

THINGS. Inanimate objects as distinguished from human beings. A thing is tangible and has form, shape, and other physical characteristics (e.g., machines, tools, and equipment). The highest level of function is setting-up, replacing, or altering equipment. This level requires considerable exercise of judgment. The least demanding level is handling such as loading, distributing, and mapping activities that involve little judgment with respect to

attainment of standards or making selections.

Functions at the upper level of the hierarchies require more complex intellectual processes and longer periods of preparation in more complex and competitive environments while functions at the lower levels are less demanding. Some handicapped workers who may not function effectively at the upper levels of the hierarchies may function very effectively in the lower levels of any one of the categories since the work is less complex and less training is required.

Structure of Occupations in the Health Field

As society has become more complex, so has the structure of the health care system and occupations in that system. Levels of personnel require different kinds and amounts of entry level preparation as a requisite to the functions they perform. As a general framework, teachers of health careers exploration and guidance personnel can use the following information to help them differentiate the levels of personnel.

The professional is the highest level of health care personnel. The basic requirement for entry into professional practice is preparation at the baccalaureate or post-baccalaureate level. These individuals carry out complex functions of evaluating, planning, implementing, counseling, supervising, and researching. In carrying out the responsibilities particularly related to implementation, the professional may utilize assistants, technicians, and aides. Professional education and professional practitioners have specific characteristics. The current trend toward using the term professional in reference to all groups causes much confusion to the public and conflict within groups. In carrying out the responsibilities particularly related to implementation, the professional may utilize several levels of personnel.

The assistant and technician level is extremely variable in length of training and requirements for employment. The physician assistant is required to have two years of college prior to acceptance into specialized training programs that are two years in length. The dental assistant may be trained on-the-job or in formal programs of one year in length. They function in a specific environment to carry out well defined and limited activities that are not transferable to other assistant level employment. Some occupations such as occupational therapy and physical therapy require associate degree preparation and licensure as minimum entry requirements for the assistant level personnel. The role of these assistants is prescribed by law. Other occupations such as nursing use the term loosely to identify a secondary level of worker who does not have the preparation or responsibility relegated to higher levels of personnel in the occupation. These assistants generally have less well defined roles and less training than assistants in other health occupations.

The technician is specifically trained in the operation of equipment and/or carrying out specific procedures, i.e., electrocardiograph technician, histologic technician, electroencephalographic technician, and medical laboratory technician. The preparation of technicians is variable and training programs are controlled by the occupational group that will utilize that specific technician - the same as assistant training. Programs may be on-the-job or short term formal programs either in a community college, technical institute, or hospital setting. Licensure is not required for employment as a technician.

Aide level personnel are generally trained on-the-job also in the specific environment in which they will function such as dietary, mental health, nursing, physical therapy, radiology, and other areas that utilize aide level personnel. Skills learned are job specific and are not generally

transferable from one occupational group to another. For example, skills learned as a dietary aide are not applicable to central supply, radiology, occupational therapy, and the like.

In summary, there are four identifiable levels of health personnel: professional, assistant, technician, and aide. Professionals are prepared at the baccalaureate or post-baccalaureate level, assistants and technicians are prepared in specialized programs in hospitals, community colleges, or technical institutes that range in length from three months to two years; and aides are trained on-the-job in the specific environment in which they will function.

CAREER EDUCATION AND VOCATIONAL EDUCATION

Identification of job or occupational interests in the health industry is not synonomous with vocational education. Health careers education is a process of learning about different jobs and occupations (work environments, physical and intellectual demands, role responsibilities, minimum length and type of training required for entry into practice) and matching both the interests and abilities of the individual with the detailed information learned. Vocational education is preparation for a specific job or occupation that requires less than a baccalaureate degree. The preparation includes academic learning, activities, and experiences through which one learns to assume a primary role. Occupations and jobs in the health field are highly specialized and have specific boundaries and responsibilities. For example, a student may be interested in one of the support services in the health industry such as medical secretary, medical records technician, pharmacy assistant, central supply assistant, or dietary aide. Each of these areas provides an entirely different service in the health care system and individuals must choose and prepare for a role in one of these areas. Likewise a student may wish to

learn about opportunities in the health field that involve patient care, i.e., a health occupation. Over 70 percent of the jobs and occupations in the health system require personnel trained in post-secondary programs requiring less than college level preparation. The kind and amount of education required as preparation for work in the health field varies widely from short on-the-job training to post-baccalaureate education requiring several years. A college degree is not required for most occupations, is not an indicator of competence and does not assure occupational success. It is important that the goal of education as preparation for work be viewed as differing in kind rather than in intrinsic worth.

Career education should provide detailed information on support services, and direct and indirect patient service occupations that range from home health aide, dental assistant, electrocardiograph technician, and the like. These health occupations require a few weeks to a year of post high school education in hospitals, community colleges, or technical institutes. Dental hygienists, nurses, physical therapy assistants, radiologic technologists, and respiratory therapists are prepared in programs of two years in length. Health occupations are carried out in different environments, and require individuals with different personalities, psychomotor abilities, intellectual abilities, physical strength, and dexterity.

Choice of an occupation in the health field may be circumscribed by the physical and/or mental limitations of the tasks. A major premise in counseling handicapped students as with counseling any student is to concentrate on abilities. This does not imply, however, that either the counselor, teacher, or student should assume an ostrich-like refusal to face reality and to deal realistically with limitations. A prerequisite of vocational adjustment is to know the precise physical and mental limitations of the handicapped and

the requirements for the job. Four major factors are involved in successful placement of handicapped workers. These are of primary importance in selecting an occupation in the health field:

1. The worker must not jeopardize the safety of others.
2. The worker must have the ability to accomplish the task efficiently, that is, to be able to meet the physical demands of the job.
3. The job should not aggravate the disability of the worker.
4. The worker should not be a hazard to himself.

The purpose of health care environments is to serve patients. Many of these environments do not readily lend themselves to adaptation necessary to accommodate handicapped workers; therefore, the worker must fit the physical and environmental demands of the job or occupation.

Selected Jobs and Occupations in the Health Field

Occupational choices in the health field may be somewhat more limited for the handicapped than for the able-bodied student, however, there is a wide range of jobs and occupations feasible for all but the most severely disabled. Only a limited sample of jobs have been selected for presentation in this monograph. Well over 400 different jobs and occupations related to the health field are listed by the U. S. Department of Labor. Counselors will find information about new and emerging health careers in the Allied Health Education Dictionary, 9th edition, 1980; the Dictionary of Occupational Titles, 4th edition; or by writing to the North Carolina Department of Community Colleges, Education Building, Raleigh, N. C. 27611. Local hospitals should be contacted to obtain information about particular programs available in the community.

Rapid growth and development in health technology results in the changing of jobs and occupations and the development of new ones. There is a trend toward modifying existing on-the-job training programs by establishing formal programs, by upgrading already existing formal programs, or by creating more specialized programs. Experts do not always agree on what a specific assistant, technician, or aide role should be and job titles may change frequently, leading to confusion and uncertainty when students try to identify an area of interest.

The practice of listing jobs suitable for individuals with a particular disability tends to engender job stereotyping. Counselors and teachers, however, should be aware of the types of jobs that have been successfully performed by disabled persons. Categories of physical demands and aptitudes should be examined carefully for clues to those characteristics that are applicable to students with various handicaps. Students should have the opportunity to visit local health departments, nursing homes, laboratories, hospitals,

rehabilitation centers, and other specialized facilities and talk with a variety of personnel who perform various jobs in health care settings.

Orientation to a career in the health field is a learning experience in which the student becomes aware of the role and value of a job, gains knowledge of different areas and levels of personnel, and learns to relate his/her abilities and interests to career goals. The simulated laboratory is an effective setting for the evaluation of skills in the performance of a variety of tasks that are required in the real world. The purpose of the laboratory is not to train students for a specific occupation, but rather to help each student develop a sense of self-esteem and provide a nonthreatening environment where the student can evaluate the self.

OCCUPATION/JOB TITLE: ADMITTING CLERK (HOSPITAL)

JOB DESCRIPTION: Interviews incoming patients or patient representative. Obtains hospital insurance information, explains hospital regulations, and assigns patient to room. Performs general clerical tasks.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers organized, routine, concrete tasks.
2. Prefers activities involving business contacts with people.
3. Adaptability to dealing with people using verbal communication.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal			X			
Clerical Perception			X			
Motor Coordination				X		
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary work in a limited, non-technical environment. Handling, reaching, talking, seeing, hearing.

SPECIAL PREPARATION/TRAINING 3-6 months on-the-job training.

OCCUPATION/JOB TITLE: ADMITTING OFFICER (HOSPITAL)

JOB DESCRIPTION: Supervises, coordinates, and participates in activities of workers engaged in admitting patients and maintaining records. Keeps statistical records of admission, discharge and occupancy rates. Evaluates workers.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Interest in working with data.
2. Preference for supervising, coordinating and maintaining harmonious worker relations.
3. Adaptability in working with people.
4. Temperment for fostering positive interpersonal relationships.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence		X				
Numerical		X				
Verbal		X				
Clerical Perception		X				
Motor Coordination					X	
Manual Dexterity					X	
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary work in a limited non-technical environment. Talking, seeing, hearing, reaching, fingering.

SPECIAL PREPARATION/TRAINING Two years or more on-the-job training.

OCCUPATION/JOB TITLE: AMBULANCE ATTENDANT

JOB DESCRIPTION:

Accompanies and assists ambulance driver on calls. Lifts patients, renders limited first aid such as bandaging, splinting, maintaining position, and administering oxygen.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Must perform under stress where working speed and sustained attention are major aspects of the job.
2. Adaptability to changing from one task to another.
3. Adaptability to making generalizations and decisions based on judgmental criteria.
4. Preference for working with people.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence					X	
Numerical					X	
Verbal					X	
Clerical Perception					X	
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination					X	
Form Perception					X	

PHYSICAL DEMANDS:

Medium work, very mobile in varying geographic locations. Seeing, hearing, stooping, crouching, climbing, crawling, reaching, fingering, feeling.

SPECIAL PREPARATION/TRAINING

30 days to 3 months. May be required to have Red Cross first-aid certificate.

OCCUPATION/JOB TITLE: ANIMAL HOSPITAL CLERK

JOB DESCRIPTION: Registers and admits animals brought in for treatment. Prepares case records, computes, records and collects fees. Advises owners about condition of pets and performs general clerical duties such as answering phone, making appointments, and keeping records.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers business contacts with people (data collecting).
2. Interest in animals.
3. Temperment for carrying out prescribed procedures involving little decision-making.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical				X		
Verbal			X			
Clerical Perception			X			
Motor Coordination					X	
Manual Dexterity					X	
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary work in a small office environment in a veterinary hospital. Talking, hearing, seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING 3-6 months on-the-job training.

OCCUPATION/JOB TITLE: ART THERAPIST

JOB DESCRIPTION:

Plans and conducts art therapy programs to rehabilitate the mentally ill and selected physically disabled. Appraises art products of patients and reports findings to the medical team.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Ability to make generalizations and judgments based on observation and verified criteria.
2. Adaptability to changing tasks without loss of composure.
3. Prefers abstract and creative activities, using tools and materials.
4. Enjoys working with people, teaching, training, and supporting.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence		X				
Numerical				X		
Verbal		X				
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination		X				
Form Perception		X				

PHYSICAL DEMANDS:

Light work in an open environment usually a day room or recreational area. Talking, hearing, seeing, reaching, fingering.

SPECIAL PREPARATION/TRAINING

2-4 years.

OCCUPATION/JOB TITLE: BIOMEDICAL EQUIPMENT TECHNICIAN

JOB DESCRIPTION:

Inspects, maintains, repairs, calibrates, and modifies electronic mechanical, hydraulic, and pneumatic equipment and instruments used in medical treatment. Uses schematic and verbal instructions, interprets technical and mathematical drawings, makes judgments based on standard data.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers things and objects to people.
2. Preference for technical and mechanical things.
3. Likes precise attainment of standards and set limits.
4. Likes working with hands.
5. Adaptable in changing from one task to another.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception			X			
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination					X	
Form Perception	X					

PHYSICAL DEMANDS:

Medium work in a technical environment - mobile and changes from place to place. Seeing, hearing, stooping, kneeling, crawling, reaching, fingering.

SPECIAL PREPARATION/TRAINING

Two years and up technical training. May have additional training with a medical equipment manufacturer.

OCCUPATION/JOB TITLE: BLIND AIDE

JOB DESCRIPTION: Performs any combination of the following activities to assist a blind person: drive motor vehicle, run errands, assist with dressing, shopping, writing, and reading.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Strong interest in serving others.
2. Adaptability to performing a variety of duties.
3. Patient temperment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity					X	
Color Discrimination						
Form Perception					X	

PHYSICAL DEMANDS: Light work in variable environments. Talking, hearing, seeing, handling, reaching.

SPECIAL PREPARATION/TRAINING 1-3 months on-the-job training.

OCCUPATION/JOB TITLE: CENTRAL SUPPLY WORKER

JOB DESCRIPTION: Cleans, sterilizes, and assembles hospital equipment, supplies and instruments according to prescribed procedures. Duties include scrubbing, washing, and sterilizing surgical instruments, equipment and supplies; preparing instrument, dressing and treatment trays according to designated lists or codes; labeling and sealing packs. Stores prepared articles in designated area; checking and maintaining current inventory according to date.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to situations requiring precise attainment of standards.
2. Structured situation.
3. Likes working with hands-dealing with things and objects.
4. Activities of a routine, concrete, organized nature.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence					X	
Numerical					X	
Verbal					X	
Clerical Perception					X	
Motor Coordination				X		
Manual Dexterity				X		
Color Discrimination				X		
Form Perception					X	

PHYSICAL DEMANDS: Light work in limited environment. Requires reaching, handling, seeing, labeling.

SPECIAL PREPARATION/TRAINING 1-3 months.

On-the-job training in some institutional environment. Program offered at Durham Technical Institute.

OCCUPATION/JOB TITLE: CHEMISTRY TECHNOLOGIST

JOB DESCRIPTION: Performs qualitative and quantitative chemical analyses to provide information used in testing and researching diseases. Prepares solutions and maintains equipment used in the analyses.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to performing a variety of duties without loss of efficiency.
2. Making judgments based on measurable or verifiable criteria.
3. Preference for activities carried on in relation to machines, techniques, processes.
4. Adaptability to situations requiring the precise attainment, set limits and standards.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence		X				
Numerical				X		
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination			X			
Form Perception				X		

PHYSICAL DEMANDS: Light work in a chemistry laboratory. Handling, fingering, reaching, seeing.

SPECIAL PREPARATION/TRAINING 2 years and up with emphasis in chemistry.

OCCUPATION/JOB TITLE: CYTOTECHNOLOGIST

JOB DESCRIPTION: Prepares and stains slides of body cells. Using a microscope, the cytotechnologist screens out normal cells and sets aside abnormal samples for examination by the pathologist.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Quiet, patient temperment and concern for detail.
2. Prefers working alone.
3. Prefers technical and scientific things.
4. Prefers routine.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence		X				
Numerical				X		
Verbal			X			
Clerical Perception			X			
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination		X				
Form Perception			X			

PHYSICAL DEMANDS: Sedentary work in a quiet, isolated, well-lighted laboratory. Requires long periods of sitting. Excellent sight, fingering, reaching, handling.

SPECIAL PREPARATION/TRAINING 1-3 years.

OCCUPATION/JOB TITLE: DENTAL ASSISTANT

JOB DESCRIPTION: Helps the dentist as chairside assistant. Prepares the patient and dental instruments; cleans and sterilizes instruments. Serves as an office manager keeping records, billing, and making appointments.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities involving people and carried out in relation to techniques and processes.
2. Adaptability to dealing with people beyond giving and receiving instructions.
3. Adaptability to situations in a limited, close environment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal				X		
Clerical Perception			X			
Motor Coordination				X		
Manual Dexterity			X			
Color Discrimination					X	
Form Perception					X	

PHYSICAL DEMANDS: Light work carried out primarily standing. Finger dexterity and handling, reaching, standing.

SPECIAL PREPARATION/TRAINING One year. Curriculum offered at several community colleges and technical institues.

Curriculum offered at UNC-Chapel Hill, School of Dentistry.

OCCUPATION/JOB TITLE: DENTAL CERAMIST

JOB DESCRIPTION: Applies layers of porcelain paste or acrylic resins over metal framework to make dental prostheses such as bridges and crowns according to prescription. Prepares and applies materials, hardens materials in a kiln, verifies accuracy of dimensions using finely calibrated instruments.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Likes precision work and attainment of standards.
2. Work with hands, materials, and tools.
3. Preference for activities carried on in relation to processes and techniques.
4. Patient
5. Satisfaction from creation of a tangible product.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal					X	
Clerical Perception					X	
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination	X					
Form Perception	X					

PHYSICAL DEMANDS: Sedentary work in a private laboratory or dental office. Seeing, handling, feeling and fingering.

SPECIAL PREPARATION/TRAINING 1-2 years on-the-job training in a dental technology laboratory or dental office. Some two year institutions may offer programs.

OCCUPATION/JOB TITLE: DENTAL HYGIENIST

JOB DESCRIPTION: Provides preventive dental care and oral hygiene. Removes stains from teeth, applies flouride to prevent decay, instructs patients in good oral health procedures. Works under very close supervision of the dentist.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Enjoys fine and delicate work using tools and instruments.
2. Prefers routine activity that is meticulous.
3. Adaptability in working with people.
4. Temperment for limited interpersonal activity.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence		X				
Numerical			X			
Verbal			X			
Clerical Perception				X		
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination			X			
Form Perception			X			

PHYSICAL DEMANDS: Light work in a small area. Requires considerable standing and repetitive activity. Seeing, hearing, fingering, handling.

SPECIAL PREPARATION/TRAINING Two year Associate Degree. Programs offered by many community colleges and technical institutes.

OCCUPATION/JOB TITLE: DENTAL LABORATORY TECHNICIAN

JOB DESCRIPTION: Fabricates and repairs full or partial dentures according to prescription. Uses handtools, molding equipment, and fabricating machines. Reads prescriptions and examines models and impressions; applies knowledge of oral anatomy and restoration procedures. Interprets schematic drawings.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Likes precision work using the hands.
2. Preference for dealing with things and objects.
3. Satisfaction from the creation of a tangible product.
4. Prefers working alone.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal				X		
Clerical Perception						X
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination	X					
Form Perception	X					

PHYSICAL DEMANDS: Sedentary work in a specialized private laboratory. Seeing, handling, fingering and feeling, reaching.

SPECIAL PREPARATION/TRAINING Two year Associate Degree. Curriculum offered at several community colleges and technical institutes.

OCCUPATION/JOB TITLE: DIALYSIS TECHNICIAN

JOB DESCRIPTION:

Sets up and operates artificial kidney machine to provide dialysis treatment for patients with kidney disorders or failure. Keeps dialysis equipment in proper working order. Records data in patient record.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to dealing with people.
2. Perceptive to people; empathetic.
3. A preference for activities of a technical and mechanical nature.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS:

Light work in a limited, highly technical environment. Talking, hearing, seeing, fingering, reaching.

SPECIAL PREPARATION/TRAINING

6-12 months on-the-job training in a dialysis unit.

OCCUPATION/JOB TITLE: DIET KITCHEN AIDE

JOB DESCRIPTION: Arranges and delivers food trays to hospital patients performing any combination of the following duties: reads production orders on color-coded menu cards, prepares prescribed food for soft or liquid diet; use blender. Transport, serve and collect trays. Clean work area and equipment.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Enjoys serving the needs of others involving immediate response.
2. Performance according to set procedures.
3. Enjoys being around and handling food.
4. Prefers some mobility in performance of work tasks.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence					X	
Numerical					X	
Verbal					X	
Clerical Perception						X
Motor Coordination				X		
Manual Dexterity				X		
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work in environment that prepares food. Serving requires moving about the institution. Carrying, handling, reaching, seeing, pushing.

SPECIAL PREPARATION/TRAINING Brief demonstration up to two-weeks, on-the-job training.

OCCUPATION/JOB TITLE: ELECTROCARDIOGRAPHIC TECHNICIAN (E.K.G.)

JOB DESCRIPTION: Records electrical activity of the heart using a specialized machine, must attach skin electrodes over specified areas of the body; use a specified sequence of operations to record on graphic equipment, edit and mount results and forward to cardiologist for interpretation.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for technical and routine activity.
2. Adaptability in dealing with people and giving instructions.
3. Prefers limited contact and interaction with people.
4. Temperment for putting people at ease and allaying fear.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary to light work in limited environment. Seeing, feeling, fingering, handling, reaching.

SPECIAL PREPARATION/TRAINING 6-12 months on-the-job training in a hospital setting.

OCCUPATION/JOB TITLE: ELECTROENCEPHALOGRAPHIC TECHNOLOGIST (E.E.G.)

JOB DESCRIPTION: Uses highly sophisticated machine to record electrical impulses from the brain. Must attach electrodes to head in a specified pattern, attach electrode terminals, operate switches and graphic recording equipment.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for technical activities, routine processes and techniques.
2. Prefers limited interaction with people.
3. Makes judgments based on set standards and functions.
4. Prefers working in relative seclusion.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			X
Color Discrimination					X	
Form Perception						

PHYSICAL DEMANDS: Light work carried out primarily sitting. Talking, hearing, seeing, reaching, fingering.

SPECIAL PREPARATION/TRAINING 1-2 years. Programs offered by some community colleges, technical institutes; community hospitals.

OCCUPATION/JOB TITLE: EMERGENCY MEDICAL TECHNICIAN (E.M.T.)

JOB DESCRIPTION: Works as a member of emergency medical teams. Drives specially equipped emergency vehicles, maintains close contact with the dispatcher, removes victims from scene of catastrophe. Determines extent of injury and administers first-aid treatment.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to working with people and situations.
2. Calmness and ability to function effectively under stress.
3. Interest in specific application of selected scientific knowledge.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal			X			
Clerical Perception				X		
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination			X			
Form Perception			X			

PHYSICAL DEMANDS: Medium work in unlimited environment much of it outside. Considerable change and variability. Seeing, hearing, talking, climbing, balancing, stooping, lifting, feeling, crawling, and kneeling.

SPECIAL PREPARATION/TRAINING 3-6 months. Curriculum offered at several two year institutions including Catawba Valley, Guilford, and Wake Technical Institutes.

OCCUPATION/JOB TITLE: FILE CLERK, - X-RAY

JOB DESCRIPTION: Files x-rays according to specified classification system. Performs general clerical work. Keeps files current and stores obsolete files in accordance with established retirement schedule or legal requirements.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. A preference for activities of a routine, concrete, organized nature.
2. Gathering and classifying information.
3. A preference for activities concerned with the communication of data.
4. Organized and methodical - ability to follow a prescribed routine.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical					X	
Verbal				X		
Clerical Perception		X				
Motor Coordination				X		
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Light work in confined stereotype environment. Seeing, stooping, crouching, reaching, handling.

SPECIAL PREPARATION/TRAINING 6-12 months on-the-job training in a radiology unit.

OCCUPATION/JOB TITLE: HISTOPATHOLOGY TECHNICIAN (TISSUE TECHNICIAN)

JOB DESCRIPTION: Cuts, stains, mounts and prepares microscopic slides for study by the pathologist. May assist in autopsies - handling and labeling tissue specimen.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers working with things rather than people.
2. Interest in carrying out prescribed and routine activities of a technical nature.
3. Enjoys precision work with the responsibility for selecting tools, work aids, etc.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical		X				
Verbal		X				
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity		X				
Color Discrimination		X				
Form Perception				X		

PHYSICAL DEMANDS: Light work in a limited environment (laboratory) Seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING 1-2 years. Many hospitals offer on-the-job training; some two year institutions.

OCCUPATION/JOB TITLE: HOSPITAL CLEANER

JOB DESCRIPTION: Cleans hospital rooms, baths, laboratories, offices and halls. Duties include washing bedframes, brushing mattresses, general cleaning, distributing laundry and linens, keeping storage rooms neat and orderly.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers taking instructions, no latitude for making judgments with regard to selection of tools and materials.
2. Observant.
3. Prefers dealing with things and objects.
4. Preference for routine, concrete activities.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence					X	
Numerical					X	
Verbal					X	
Clerical Perception						X
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination			X			
Form Perception						X

PHYSICAL DEMANDS: Medium work. Climbing, balancing, stooping, kneeling, crouching, reaching, handling.

SPECIAL PREPARATION/TRAINING Anything from general orientation and short demonstration up to two weeks on-the-job training.

OCCUPATION/JOB TITLE: HOUSEKEEPER

JOB DESCRIPTION: Performs work activity of cleaning to insure clean rooms in hospital, nursing homes, hotels and other establishments. Assigns and performs duties for conformance to prescribed standards of cleanliness. Inventories stock and maintains adequate supplies. Issues supplies and equipment to workers.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. A preference for activities dealing with things and objects.
2. A preference for activities resulting in the esteem of others.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical				X		
Verbal				X		
Clerical Perception			X			
Motor Coordination				X		
Manual Dexterity				X		
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work in general institutional environment. Reaching, handling, talking, hearing, stooping, seeing.

SPECIAL PREPARATION/TRAINING 6-12 months on-the-job training.

OCCUPATION/JOB TITLE: HOUSEKEEPER, EXECUTIVE

JOB DESCRIPTION:

Directs and supervises institutional housekeeping program to insure clean conditions. Sets standards and procedures for work of housekeeping staff. Plans work schedules, inspects and evaluates conditions of environment. Makes recommendations for repair or replacement of furnishings. Interview applicants.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers activities involving supervisory contacts with people.
2. Prefers activities resulting in the esteem and compliments of others.
3. Enjoys coordinating, supervising and directing others.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal			X			
Clerical Perception			X			
Motor Coordination					X	
Manual Dexterity					X	
Color Discrimination					X	
Form Perception					X	

PHYSICAL DEMANDS:

Light work in general institutional environment. Talking, hearing and seeing.

SPECIAL PREPARATION/TRAINING

Over one year and up to two years on-the-job training.

OCCUPATION/JOB TITLE: LABORATORY ASSISTANT, BLOOD & PLASMA

JOB DESCRIPTION:

Performs routine laboratory tasks related to processing whole blood and blood components. Cleans and maintains laboratory equipment and supplies. Performs routine clerical duties including labeling, scheduling, and updating records.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities of a technical and routine nature requiring little independent judgment.
2. Likes situations requiring the precise attainment of set standards.
3. Enjoys working with machines and equipment.
4. Enjoys working alone.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception			X			
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination					X	
Form Perception					X	

PHYSICAL DEMANDS:

Light work in a laboratory/technical setting with few people. Seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING

1-2 years in technical institute, community college, or hospital program. Requires two years college level general education.

OCCUPATION/JOB TITLE: MEDICAL ILLUSTRATOR

JOB DESCRIPTION: Makes sketches and constructs tridimensional models to illustrate surgical and medical writing, anatomical and pathological specimans. Develops drawings, paintings, diagrams, and models illustrating medical findings for use in publications, exhibits, consultations, and teaching.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to situations involving interpretation.
2. Prefers working with things rather than people.
3. Creative - likes working with tools, materials, and objects to accomplish a precision product. Requires exercise of considerable judgment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical			X			
Verbal	X					
Clerical Perception				X		
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination	X					
Form Perception	X					

PHYSICAL DEMANDS: Sedentary work; sitting, drawing and illustrating. Involves little moving about in a specialized photographic/art laboratory. Seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING Two years and up. Would need formal training in anatomy and art.

OCCUPATION/JOB TITLE: MEDICAL LABORATORY TECHNICIAN

JOB DESCRIPTION: Performs routine laboratory tests using prescribed procedures under the supervision of a medical technologist.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for technical activities involving the precise attainment of set standards.
2. Oriented to things, equipment and tasks.
3. Introverted in temperment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception					X	
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination			X			
Form Perception						X

PHYSICAL DEMANDS: Light work in a specialized laboratory - little movement about the institution. Seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING Two years. Program offered at many community colleges and technical institutes.

OCCUPATION/JOB TITLE: MEDICAL PHOTOGRAPHER

JOB DESCRIPTION: Photographs medical, biological and allied phenomena to provide illustrations for scientific publications, records and research, and teaching activities. Makes still and motion pictures of patients, anatomical structures, gross and microscopic specimen.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Interest in photography.
2. Preference for activities dealing with things and objects.
3. Preference for activities of a technical nature (techniques).
4. Patience and exactness (precision).
5. Knowledge of anatomy and human body.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical			X			
Verbal	X					
Clerical Perception						X
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination		X				
Form Perception		X				

PHYSICAL DEMANDS: Light work in a photographic laboratory. Reaching, handling, fingering, seeing.

SPECIAL PREPARATION/TRAINING High level of skill in all aspects of photography. Over one year up to two years. Should have a background in human anatomy.

OCCUPATION/JOB TITLE: MEDICAL RECORDS TECHNICIAN

JOB DESCRIPTION:

Compiles and maintains patient medical records. Reviews for completeness, transcribes diseases and surgical procedures into coding symbols, prepares for microfilming, collects statistics, and prepares records for review.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities involving handling and communication of data.
2. Preference for routine, concrete, and organized work of a clerical nature.
3. Prefers limited interaction with people.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal				X		
Clerical Perception			X			
Motor Coordination					X	
Manual Dexterity					X	
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS:

Sedentary to light work in a limited environment. Seeing, reaching, handling, fingering.

SPECIAL PREPARATION/TRAINING

1-2 years. Curriculum offered at Central Piedmont Community College.

OCCUPATION/JOB TITLE: MEDICAL SECRETARY

JOB DESCRIPTION: Performs secretarial duties such as transcribing, taking dictation, filing, typing, and correspondence. Requires a thorough knowledge of medical terminology in the performance of secretarial duties.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers activities related to communicating data and operating machines.
2. Precise and organized.
3. Temperment for interaction with people in a business contact.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal		X				
Clerical Perception			X			
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary to light work in office or limited environment. Requires sitting for long periods. Seeing, talking, hearing, reaching, handling, feeling, and fingering.

SPECIAL PREPARATION/TRAINING 1-2 years. Curriculum offered at several technical institutes and community colleges.

OCCUPATION/JOB TITLE: MEDICAL TRANSCRIBER

JOB DESCRIPTION: Types patient records, histories, operative reports and other data that has been put on a tape recorder. Needs a high degree of typing skill.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Interest in working with data and things.
2. Prefers routine work requiring no judgment.
3. Prefers working alone.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal					X	
Clerical Perception					X	
Motor Coordination		X				
Manual Dexterity	X					
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary work confined to stationary place in limited environment. Hearing, fingering, handling, feeling.

SPECIAL PREPARATION/TRAINING No specialized training above superior typing ability and knowledge of medical terminology.

OCCUPATION/JOB TITLE: MORGUE ATTENDANT

JOB DESCRIPTION: Prepares bodies, specimens of human organs and morgue room to assist the pathologist in post mortem examinations. Keeps supplies and equipment, records information for morgue file, releases body to authorized person.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities dealing with things and objects.
2. Likes routine and concrete activities.
3. Prefers limited human interaction.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical					X	
Verbal					X	
Clerical Perception					X	
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work in a cool environment. Seeing, reaching, lifting, handling.

SPECIAL PREPARATION/TRAINING 3-6 months on-the-job training.

OCCUPATION/JOB TITLE: NURSE ASSISTANT

JOB DESCRIPTION: Works under the supervision of a registered nurse providing personal care involving assisting, feeding, bathing and dressing patients; making beds, escorting patients and other similar duties.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for serving people.
2. Empathetic patient.
3. Temperment for working under supervision.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical				X		
Verbal				X		
Clerical Perception				X		
Motor Coordination				X		
Manual Dexterity				X		
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work involving much mobility and patient contact. Seeing, hearing, talking, bending, stooping, reaching, handling, fingering and feeling.

SPECIAL PREPARATION/TRAINING 2 months. Curriculum offered at several technical institutes, community colleges and hospitals.

OCCUPATION/JOB TITLE: NURSE (PRACTICAL)

JOB DESCRIPTION: Provides direct patient care through personal service under the supervision of a registered nurse and/or physician. Administers treatments and selected medications ordered by a physician; observes, records, and reports symptoms, reactions, and progress of patients.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to dealing with people.
2. Preference for working with people in a service capacity attending to their needs.
3. Temperment to work under supervision.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical			X			
Verbal			X			
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work in institution requiring considerable mobility. Talking, hearing, seeing, reaching, handling, stooping, bending, fingering, and feeling.

SPECIAL PREPARATION/TRAINING One year. Programs offered by community colleges and technical institutes.

OCCUPATION/JOB TITLE: NURSE (REGISTERED)

JOB DESCRIPTION: Provides direct patient care through personal service. Administers medications and treatments prescribed by a physician; observes, reports and records symptoms, reactions, and progress of patients; and provides physical and emotional support to the sick.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to dealing with people.
2. Adaptability to performing under stress when confronted with unusual or dangerous situations.
3. Preference for working with people.
4. Temperment for service and supervising others in patient care.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical		X				
Verbal	X					
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work usually involving mobility around a given area. Requires considerable walking. Talking, hearing, seeing, reaching, handling, fingering, stooping, bending.

SPECIAL PREPARATION/TRAINING 2,3, or 4 years. Curriculum offered by many hospitals, community colleges, technical institutes and four year institutions.

OCCUPATION/JOB TITLE: OCCUPATIONAL THERAPY AIDE

JOB DESCRIPTION: Assist occupational therapist or occupational therapist assistant. Performs support services such as transporting patients, assembling equipment, and preparing work area as directed. May assist in some aspects of patient service as assigned.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for working with people.
2. Temperment of patience and empathy.
3. Interest in human function and independence.
4. Interest in crafts and arts.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal			X			
Clerical Perception					X	
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Light work restricted to occupational therapy department - open, light, pleasant surrounding. Talking, hearing, seeing, reaching, handling, fingering, bending.

SPECIAL PREPARATION/TRAINING 6 months on-the-job training.

OCCUPATION/JOB TITLE: OCCUPATIONAL THERAPIST ASSISTANT

JOB DESCRIPTION:

Assists Occupational Therapist in implementing programs utilizing selected craft and occupational activities to restore, reinforce and enhance task and personal performance, and to promote physical and mental health. Reports information and observations to supervisor and carries out general functional activity programs for individuals or groups.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Interest in human function .
2. Preference for instructing.
3. Adaptability in working with people and a particular temperment for patience.
4. Temperment for working under supervision.
5. Interest in crafts, arts, and occupational activities.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical				X		
Verbal	X					
Clerical Perception				X		
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination					X	
Form Perception					X	

PHYSICAL DEMANDS:

Medium work in occupational therapy department. Open, bright, well ventilated. Limited mobility around institution. Stooping, kneeling, crouching, reaching, handling, fingering, talking, seeing, hearing.

SPECIAL PREPARATION/TRAINING

Two year Associate Degree.

OCCUPATION/JOB TITLE: ORDERLY

JOB DESCRIPTION: Working under the direction of professionals provides personal care especially to male patients - bathing, dressing, lifting and transporting patients.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for working with people.
2. Adaptability in changing tasks.
3. Patient and gentle temperment.
4. Interest in working for the good of others.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence				X		
Numerical					X	
Verbal				X		
Clerical Perception						X
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work usually highly mobile throughout the institution. Stooping, kneeling, lifting, reaching, handling, talking, hearing, seeing.

SPECIAL PREPARATION/TRAINING 1-3 months primarily on-the-job. Some technical institutes offer formal training.

OCCUPATION/JOB TITLE: ORTHODONTIC TECHNICIAN

JOB DESCRIPTION: Constructs and repairs appliances for straightening teeth. Shapes, grinds, polishes, and assembles metal and plastic appliances such as retainers, tooth bands and positioners. Tests appliance for conformance to specifications using articulator.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers activities dealing with things or objects and resulting in tangible product satisfaction.
2. Likes creating objects with hands using special tools and equipment.
3. Enjoys delicate precision work requiring exercise of judgment and interpretation of drawings and schematics.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception					X	
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination				X		
Form Perception	X					

PHYSICAL DEMANDS: Sedentary work in secluded, specialized laboratory which is usually private. Seeing, fingering, feeling, reaching, handling.

SPECIAL PREPARATION/TRAINING Over 1 year on-the-job training in a dental laboratory.

OCCUPATION/JOB TITLE: ORTHOPEDIC ASSISTANT

JOB DESCRIPTION: Applies, adjusts, and removes casts fits strapping and splints, assembles traction apparatus for orthopedic patients according to physician instructions. Uses a limited number of special saws and hand tools.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Likes working with people.
2. Prefers activities resulting in tangible product satisfaction.
3. Enjoys mechanical things.
4. Temperment for alloying fears of patient.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal				X		
Clerical Perception						X
Motor Coordination		X				
Manual Dexterity		X				
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work most of which is in a cast room. Limited movement about the hospital. Talking, hearing, seeing, stooping, lifting, reaching, fingering and feeling.

SPECIAL PREPARATION/TRAINING 3-6 months on-the-job training in an orthopedic clinic/office.

OCCUPATION/JOB TITLE: OUT PATIENT RECEPTIONIST

JOB DESCRIPTION: Receives patients, makes appointments, bills, collects money, keeps records in the office of a dentist, physician, or general out-patient clinic.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities involving business contacts with people.
2. Prefers routine, concrete activities involving little exercise of judgment.
3. Adaptability in working with people.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical						X
Verbal			X			
Clerical Perception			X			
Motor Coordination					X	
Manual Dexterity					X	
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Sedentary usually in an office or suite of offices. Talking, hearing, seeing, handling, reaching, fingering.

SPECIAL PREPARATION/TRAINING 3-6 months on-the-job training.

OCCUPATION/JOB TITLE: PHARMACY CLERK

JOB DESCRIPTION: Works under the supervision of a pharmacist to prepare inventory and order supplies, receive and shelve stock; label and date pharmaceutical preparations, deliver orders, clean equipment, and compute charges.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers working with things and objects, processes and routines.
2. Temperment for working in close environments.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical				X		
Verbal				X		
Clerical Perception			X			
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination			X			
Form Perception						X

PHYSICAL DEMANDS: Light work in pharmacy area, usually with narrow spaces. Seeing, reaching, handling, squatting, and fingering.

SPECIAL PREPARATION/TRAINING 1-3 months on-the-job training.

OCCUPATION/JOB TITLE: PHYSICAL THERAPY AIDE

JOB DESCRIPTION: Prepares patients for physical therapy treatment; helps the physical therapist or physical therapist assistant during administration of treatment. Duties include transporting patients, cleaning equipment and work areas, arranging and maintaining supplies.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Adaptability to influence people in their attitudes and judgments.
2. Interest in and temperment for helping people to help themselves.
3. Patient, gentle and firmness of temperment.
4. Interest in things mechanical and human function.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception			X			
Motor Coordination				X		
Manual Dexterity				X		
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Medium work. Stooping, kneeling, lifting, reaching, handling, talking, hearing, seeing.

SPECIAL PREPARATION/TRAINING 1-3 months on-the-job training.

OCCUPATION/JOB TITLE: PHYSICAL THERAPIST ASSISTANT

JOB DESCRIPTION:

Implements physical therapy treatment delegated and supervised by the physical therapist. Assists patients in performing therapeutic exercise, ambulation activities. Administers treatment using ultra sound, forms of heat and cold, hydrotherapy and massage. Observes reactions, progress, or deterioration in response to treatment and reports to the physical therapist.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for activities of a scientific and technical nature.
2. Preference for working directly with people to improve their human condition.
3. Adaptability to situations.
4. Ability to influence people in attitude, ideas, and judgment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical			X			
Verbal	X					
Clerical Perception				X		
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS:

Medium work. Stooping, bending, lifting, kneeling, reaching, handling, feeling, seeing, hearing, talking.

SPECIAL PREPARATION/TRAINING

Two year Associate Degree available at Central Piedmont Community College and Fayetteville Technical Institute.

OCCUPATION/JOB TITLE: Podiatrist

JOB DESCRIPTION: Diagnosis and treats problems of the human foot. Makes and fits corrective footwear, arch supports, and other devices. May do minor surgery. Refers patients to physician when symptoms observed indicate systemic or orthopedic disorders.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers dealing with individuals in terms of their total personality in relation to a particular problem.
2. Interested in specialized and scientific content.
3. Adaptability in making generalizations and judgments based on observation and criteria.
4. A preference for activities resulting in perceived prestige.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical					X	
Verbal		X				
Clerical Perception						X
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Light work in a private office environment. Talking, hearing, seeing, reaching, fingering, feeling, bending.

SPECIAL PREPARATION/TRAINING 2-4 years post high school. List of specialized schools available.

OCCUPATION/JOB TITLE: RADIOLOGIC TECHNOLOGIST

JOB DESCRIPTION:

Receives and positions patient and manipulates specialized equipment to apply roentgen rays for diagnostic purposes. Maintains equipment, handles film, assists radiologist in carrying out complex procedures.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Preference for limited short term contacts with people.
2. Interest in equipment and technical aspects.
3. Preference for routine involving little judgment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal				X		
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception			X			

PHYSICAL DEMANDS:

Medium work primarily confined to x-ray department. Some mobility around institution with portable units. Some hazard from radiation. Reaching, handling, stooping, fingering, seeing, hearing, talking.

SPECIAL PREPARATION/TRAINING

Two years in hospital program or community college/technical institute.

OCCUPATION/JOB TITLE: RESPIRATORY THERAPIST

JOB DESCRIPTION:

Works under prescription and supervision of a physician to administer specialized treatment to patients with deficiencies of the cardiopulmonary system. Sets up and operates mechanical equipment such as respirators, aerosol generators, oxygen equipment and ventilators. Performs bronchopulmonary drainage. Monitors patients response to treatment and equipment. Maintains charts and keeps equipment in operating condition.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Interest in things mechanical as applied to working with people.
2. Preference for things and data.
3. Adaptability to making judgments based on standards and tolerances.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical			X			
Verbal			X			
Clerical Perception					X	
Motor Coordination	X					
Manual Dexterity	X					
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS:

Light work, high degree of mobility around the institution. Reaching, handling, seeing, talking, hearing.

SPECIAL PREPARATION/TRAINING

Variable - some on-the-job training for one year. Two year Associate Degree available at some community colleges and technical institutes.

OCCUPATION/JOB TITLE: SALES REPRESENTATIVE - DENTAL OR MEDICAL EQUIPMENT

JOB DESCRIPTION: Sells equipment and supplies to doctors, dentists, hospitals, medical schools and retail dealers. Studies data describing new products to develop sales approach. Advises customers based on technical knowledge of products.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Temperment for persuading and influencing others.
2. Adaptability to dealing with people.
3. Preference for communicating data and activities involving business contacts with people.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence	X					
Numerical				X		
Verbal	X					
Clerical Perception				X		
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Light work, geographically mobile constantly changing environment. Talking, hearing, seeing, handling.

SPECIAL PREPARATION/TRAINING 6-12 months. Program offered by Burroughs-Wellcome - (Check other equipment and pharmaceutical companies for information).

OCCUPATION/JOB TITLE: VETERINARY LABORATORY TECHNICIAN

JOB DESCRIPTION: Prepares vaccines and serums for prevention of animal diseases. Tests vaccines for virus activity, reports data, cares for sick animals and assists veterinarian.

DESIRABLE INTERESTS PREFERENCE/TEMPERMENT:

1. Prefers animals to people.
2. Interest in carrying out prescribed actions.
3. Gentle and compassionate temperment.

APTITUDE REQUIREMENTS:

	High	High Average	Average	Low Average	Low	Negligible Requirement
Intelligence			X			
Numerical					X	
Verbal			X			
Clerical Perception			X			
Motor Coordination			X			
Manual Dexterity			X			
Color Discrimination						X
Form Perception						X

PHYSICAL DEMANDS: Light. Seeing, feeling, reaching, handling.

SPECIAL PREPARATION/TRAINING 6-12 months - usually on-the-job training in a veterinarian office/clinic.

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